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PERSONNEL DIRECTOR MEMORANDUM NO. // -53

SUBJECT: Personnel Evaluations in Cases of Reassignment

REFERENCES: CIA Notice No. [REDACTED] dated 9 February 1953
CIA Notice No. [REDACTED] dated 1 August 1952

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1. CIA Notice No. [REDACTED], subject, "Personnel Evaluations in Cases of Reassignment", dated 9 February 1953, specifies that the Personnel Office will not approve the official interoffice, staff or DD/P area division transfer action of any employee GS-7 or above unless a narrative evaluation is included in the official file or attached to Standard Form 52 requesting the transfer. This narrative evaluation will be prepared by the immediate supervisor simultaneously with the granting of a statement of availability for the employee involved and should include specific comments on at least the following points:

- a. Knowledge of the job being performed
- b. Judgment in arriving at logical and workable solutions
- c. Dependability, not only in being on the job, but in accomplishment of assigned tasks within reasonable deadlines
- d. Stability under pressure and ability to adjust to changing conditions or circumstances
- e. Imagination, initiative, and originality
- f. Security consciousness
- g. Tact and diplomacy in dealing with others

2. The narrative evaluation must be signed by either the Chief or a designated senior official of the gaining unit to confirm his understanding

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of the evaluation material. In addition to submitting narrative evaluations with the statement of availability of any Agency employee grade GS-7 or above, an evaluation will be prepared and similarly handled in the case of any employee, regardless of grade, where there has been any evidence of unsatisfactory performance or derogatory information.

3. Current instructions regarding the processing of reassignment and transfer actions are listed in the attachments to PDM 47-52, "Instructions for the Preparation and Processing of Standard Form 52, Request for Personnel Action", dated 2 October 1952. These instructions will be amended to provide for inclusion of the additional review requirement indicated in paragraph 1. Until the revised attachments are published, Chiefs of PD(O) and PD(C) are directed to establish the necessary internal procedures or controls to assure compliance with the above requirement.

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4. The provisions of Notice [REDACTED] in no way rescinds the procedures indicated in paragraph 6d of Notice [REDACTED] subject: "Personnel Evaluation", dated 1 August 1953, (reinstated by Notice [REDACTED] dated 27 January 1953). This provides for the preparation by the supervisor of Personnel Evaluation Reports, for individuals who are to be reassigned from their units.

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GEORGE E. MELOON
Personnel Director

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